

Transition with Change in Waiver Service Providers

Transition Task	Incoming Family Care Coordinator	Outgoing Family Care Coordinator	Incoming Waiver Service Provider	Outgoing Waiver Service Provider	Waiver Program				
Timely response to youth and family's choice to change providers	X	X	X	X	X				
Service Plan Modification									
Convene Family Care Team meeting to:									
Complete Team Meeting Minutes (FCC-9) to document provider roles, responsibilities, and related time lines.		x							
 Complete Choice of Providers form (WP-10) to document newly chosen provider(s). Complete service plan modification (FCC-2) to 									
reflect provider change and movement of service units									
Submit/provide current service utilization units (total, used, and remaining)		X		X					
Information Sharing									
Provide copies of the following information within time frame established at Family Care Team Meeting: Initial and all subsequent quarterly ISPs (WP-1) Monitoring information for current ISP (notes) All Family Care Team Monthly Service Plan Reviews (FCC-1) Incident Reports (WM-4) for previous 3 months Current psychotropic medication consents (FCC-6 or agency copies) Family Care Team Meeting minutes (FCC-9) for previous 3 months Service specific progress notes (FCT-3) for previous 3 months		X							

Transition Task	Incoming Family	Outgoing Family	Incoming Waiver	Outgoing Waiver	Waiver				
	Care Coordinator	, ,	Service Provider	Service Provider	Program				
Information Sharing									
Provide copies of the following information within time		_							
frame established at Family Care Team Meeting:									
Current and any completed/discontinued ISP									
Waiver Service Objective (FCT-1)									
Current and any completed/discontinued Behavior				X					
Support Plans (FCT-6)									
• Corresponding data collection sheets for previous									
3 months (designed by providers)									
Service-specific progress notes (FCT-3) for									
previous 3 months									
Follow provider procedure to close youth's waiver record.		X		X					
Current Individual Service Plan									
Remains in place with existing service provision									
responsibilities.									
Service Plan modification (FCC-2) completed above	X		X						
reflects provider changes and service units assigned for									
remainder of current ISP.									
Next Individual Service Plan									
Be fully prepared to actively participate in ISP planning	X		X						
process									
Make recommendations and provide rationale for changes	X		X						
in services/supports as applicable.									

A Provider Transition Checklist is available to track completion of transition tasks and is included with this procedure.

It is at the discretion of the Family Care Team to request a Team meeting for changes in non-waiver Team members.

If there are identified concerns or issues relating to timely and seamless transition with no disruption in current service provision, it is recommended that the Team meet with both the incoming and outgoing providers to outline the transition process.